

IN-SERVICE EDUCATION COORDINATOR

DEFINITION:

Under general direction, to organize and implement a broad program of in-service education for professional and paraprofessional clinical staff and other associated staff; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

The In-Service Education Coordinator class is allocated to the Health and Human Services Agency (HHSA) and is responsible for in-service education of the professional and paraprofessional clinical staff and other associated staff of a hospital. This class is also responsible for assisting in the interpretation of institutional policies and regulations for the nursing personnel and may, on occasion, be assigned supervisory responsibilities in the absence of the Director of Nursing/Chief Nurse.

EXAMPLES OF DUTIES:

Organizes and directs in-service educational and training programs for professional and paraprofessional nursing staff; conducts the orientation program for new employees which includes interpreting the institution's programs, policies, and working conditions; teaches or arranges for instruction in various skills and procedures; conducts research in preparation of training material; develops and updates lesson plans; procures, develops, and uses audio and visual aids; develops manuals, guides and other resource materials; assists in developing or revising clinical procedures and provides instruction necessary to implement changes; analyzes and identifies training needs of the hospital staff; provides instruction in use and skills in handling specialized equipment; may administer or assist in the nursing service accident prevention program; assembles resource literature and locates and evaluates educational materials; serves as Chair of the Education & Infection Control Committee; cooperates with other hospitals and nursing educators on matters of training; assists in general administration of the institution; keeps records and prepares reports; institutes programs approved by the State Board of Nursing Education and Nursing Registration for continuing education for RNs and LVNs; and develops programs under Title XXII.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Nursing principles and procedures.
- Principles of safety and accident prevention.
- Principles, aims and methods of education and trends in nursing education.
- Literature in nursing education.
- Teaching methods.
- Principles of administration and supervision.

General Knowledge of:

- Nursing practices specific to the institution.
- California title XXII and Joint Commission on Accreditation of Hospital Organizations (JCAHO) and federal Ombudsman Regulation Act (OBRA) regulations.

- Programs and resources for care of the acute and long-term psychiatric patient.
- Infection control.

Skills and Abilities to:

- Identify training needs.
- Organize, develop and present training activities.
- Identify and utilize training resources.
- Communicate effectively orally and in writing with individuals and groups.
- Supervise staff.

EDUCATION/EXPERIENCE:

Education, training or experience, which clearly demonstrate possession of the knowledge, skills and abilities stated above. An example of qualifying education/experience is:

At least one (1) year of experience as a nursing instructor or in-service educator, AND, two (2) years of experience providing direct patient care.

Note: A bachelor of science degree in nursing from an accredited college or university is highly desirable and may substitute for one (1) year of experience in direct patient care. A master's degree in nursing education from an accredited college or university or a closely related field may substitute for two years of experience in nursing education.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License Certification:

A valid California Registered Nurse License.

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.

CPR and PART (Professional Assault Response Training) or PRAB (Preventing & Responding to Assaultive Behavior) Certification is required within one year of appointment.